

Bergen Community College Google Drive Cheat Sheet



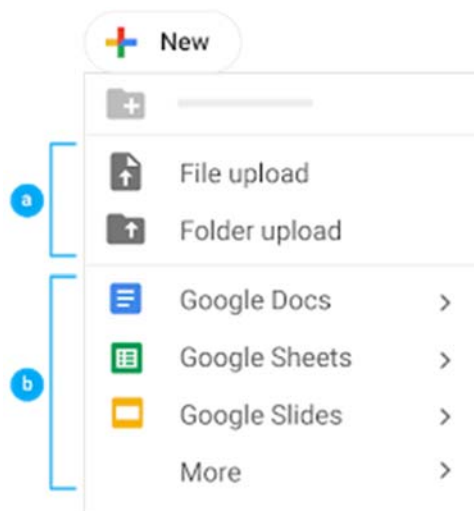
After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.







Please review Bergen's Google Drive Docs Usage and Data Classification and Handling policies to understand what type of data can be stored on Google Drive.

Access Drive: <http://drive.bergen.edu>

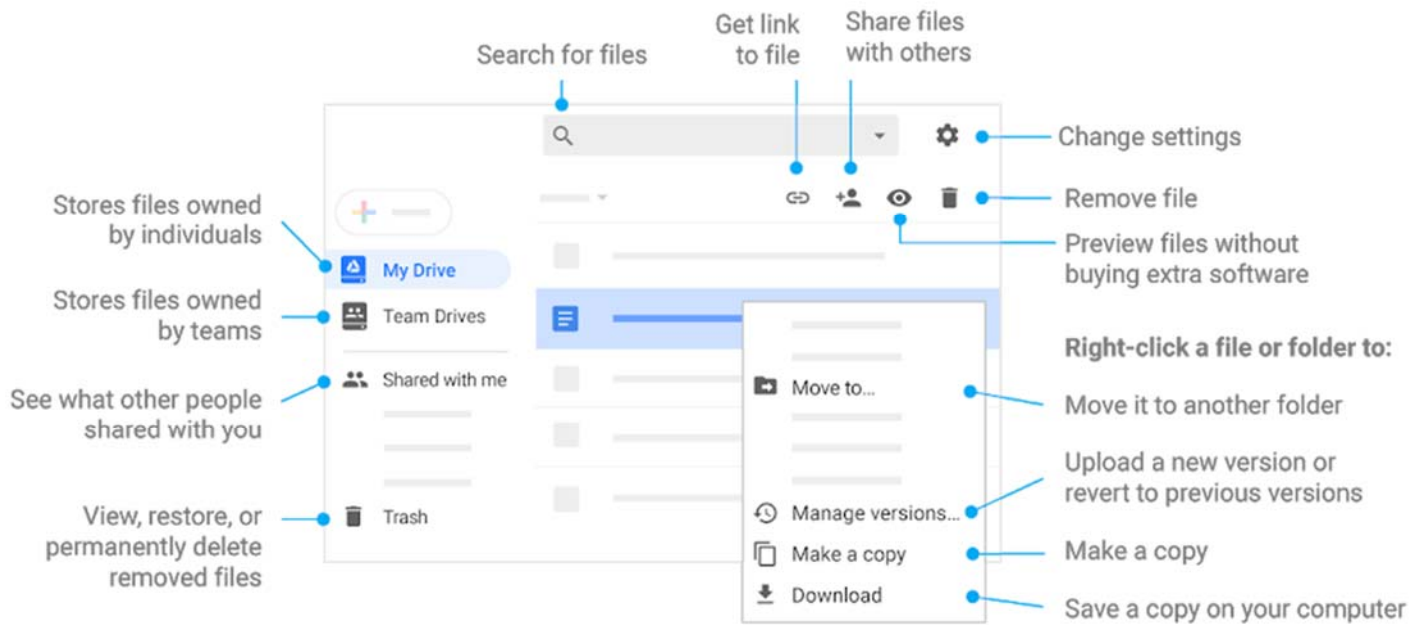
1. Click  New to...

- a Upload any file (such as Microsoft® Word® files, Adobe® PDF files, and videos) or folder from your computer.
- b Create new documents right in your browser.



Editor	Description	Example uses
 Google Docs	Text documents	Proposals, reports, shared meeting notes
 Google Sheets	Spreadsheets	Project plans, budget sheets
 Google Slides	Presentations	Pitch decks, training modules, team presentations
 Google Forms	Surveys	Customer satisfaction surveys, group polls
 Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 Google Sites	Websites	Team sites, project sites, resume sites

2. Work with files stored in Drive.



3. Share your files and folders by clicking Share and then choose what collaborators can do. They'll get an email notification, too.

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders
Is owner	✓	✓	✓	✓	✓	✓
Can edit	✓	✓	✓	✓	✓	✓
Can comment	✗	✗	✗	✗	✓	✓
Can view	✗	✗	✗	✗	✗	✓

4. Add shared files to My Drive.

Note: When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.

